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MYSORE GOVT. SECRETARIAT * STATE LEVEL RECRUITMENT COMMITTEE * No. ... 19..

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PART I

IMPORTANT GOVERNMENT ORDERS

CHIEF SECRETARIAT

Issues instructions for the collection of information in connection with the Annual Census of Government Employees as on 31st March 1963.

OFFICIAL MEMORANDUM

No GAD 2 SSR 63, DATED BANGALORE, THE 20TH FEBRUARY 1963 (PHALGUNA 1, SAKA ERA 1884).

Attention of the Heads of Departments is invited to Official Memorandum No. GAD 37 SRR 62, dated 26th March 1962, issuing instructions for the collection of information in connection with the Annual Census of Government

Employees as on 31st March 1962 As it is proposed to conduct a census of all employees as on 31st March 1963, the Heads of Departments, are requested to take necessary action to furnish the information, in the prescribed *pro formæ* from their subordinate offices to the Director of Statistics on or before 1st May 1963

2 The form in which the information has to be furnished and the procedure to forward it are more or less the same as those of last year. This year also, each disbursing officer has to send the return to *the District Officer* of the Department concerned The District Level Officer of each department is thus responsible to collect the returns in the prescribed *pro formæ* (*viz*, Form I and II) from all the officers of his Department in his District and forward them all, at a time, to the Director of Statistics. In Departments where Divisional set up is existing, the Divisional Officers should send the returns in respect of their own office only to the Director of Statistics directly. Further, independent offices at the State Headquarters which do not come under the jurisdiction of the District Officer should send the return in respect of their offices direct to the Director of Statistics, Bangalore The information should be furnished only in the prescribed forms, namely, Form I and Form II appended to this Memorandum. The manner in which the statements are to be prepared and forwarded to the Director of Statistics is described below.

3. Every Disbursing Officer (Head of Office) shall prepare two statements in respect of his office, one in Form I and other in Form II In the case of the Mysore Government Secretariat, General Administration Department (Administration 2) Section will prepare the statements and forward them to the Director of Statistics on or before 1st May 1963.

In Form I should be given information in respect of all regular employees (both part-time and full-time) who are working in the office (on 31st March 1963) including officials on leave or under suspension Persons who were borne on the staff of the office but are in foreign service on 31st March 1963 should on no account be included in the statement The actual procedure in filling Form I consists in writing down the names of *all the employees working on 31st March 1963 inclusive* of officials on *all kinds of leave and suspension but excluding those in foreign service serially and filling* the particulars of post they hold against columns 3 to 8 and the particulars relating to them against Columns 9 to 22. The statements in Form I should be prepared in two parts, one including only the Gazetted Officers (Class I and II) and also vacant Gazetted posts, and the other relating to non-gazetted staff (Class III and IV) including vacant non-gazetted posts. The method of filling the particulars relating to the vacant posts is explained in paragraph 4 below In entering the names of officials in column 2, first, all Class I Officers should be entered, next Class II Officers. Similarly Class III officials should be followed by Class IV officials Officials working against leave or suspension vacancies (they may be either local candidates or regular ones) should also be included in this statement.

4. In the case of vacant posts, they are to be entered in Form I after the particulars of all the employees are entered. In column 2, the word 'VACANT' should be written in case of a vacant post The designation of the vacant post and other particulars relating to the post should be written against columns 3 to 8. In the case of a post which is filled on "*Ex-Officio*" basis, the word "*Ex-Officio*" should be written in column 2 and the particulars relating to the post should be entered in columns 3 to 8 and the particulars of the incumbent need not be filled (as the same would be furnished against a post which he holds). Even in the matter of entering the vacant post, Class I posts should be written first followed by Class II and Class III followed by Class IV.

5 After preparing a statement in Form I in the manner indicated above, another statement in Form II showing in Part "A" the sanctioned strength of posts by Class of posts and the number of officials (including in Form I) who are on all kinds of leave on 31st March 1963 or under suspension and the number of officials (included in Form I) who are working on 31st March 1963 against leave or suspension vacancies (*i e*, substitutes) should be prepared The particulars in Part "A" relate to regular establishment only If there are no substitutes working in the office, the number of employees and vacant posts shown in Form I should be respectively equal to those shown against items 2 and 3 of Part "A" of Form II This is true in case of each category of posts

When there are some substitutes, then the total number of employees shown in Form I should be equal to the sum of the figures against items 2 and 3 This is true in case of each category of posts.

In Part 'B' the number of employees paid out of contingency and work charged personnel as on 31st March 1963 have to be mentioned only This does not have a counterpart in Form I Thus only the number of employees is to be furnished without any further details In Part 'C' the particulars of vacancies that have occurred during the year ending 31st March 1963 is to be furnished under different items There is no need for giving other particulars

Both the statements (Form I and II) should then be forwarded to the District Officer concerned not later than the 15th April 1963. The District Officer in turn should forward all the returns of the officers of his District to the Director of Statistics on or before 1st May 1963

6 Instructions for filling the *pro formæ* are also appended as a separate note

7. Gazetted Officers should not send particulars of their service direct to the Director of Statistics as they are included in Form I

8 A copy of letter forwarding the two Statements to the Director of Statistics should be forwarded by each District Level Officer to the Head of the Department concerned, so that the latter might watch the despatch of these statements from the subordinate offices and expedite their despatch in case they are not sent promptly.

9. All the Heads of Departments should send immediately a complete list of all the subordinate offices with the name of the concerned disbursing officers (or officer-in-charge), (2) District Officers, (3) Divisional Officers, (4) Officers-in-charge of independent establishments at the State Headquarters, which do not come under the jurisdiction of the District Officers, and (5) Name and designation of the officer responsible to send the returns in respect of their own Head Offices at the State Headquarters in the following form to the Director of Statistics to enable him to watch the receipt of returns This list should relate to the positions as on 31st March 1963 and the list should be sent to the Director of Statistics not later than 15th April 1963

List of Offices in the Department of ....

(As on 31st March 1963).

Category of offices	Name and postal address of the office	Officer in-charge and his designation	Name of the disbursing officer	Designation of the disbursing officer	Remarks
A Officer responsible at the Head-quarters to send the returns in respect of the office of the Head of the Department					
B. Offices at State Head-quarters which do not come under the jurisdiction of the District Officer concerned					
1.					
2					
3					
C Divisional Offices					
1					
2					
3					
D. District Level Offices					
1					
2					
3					
etc					
E Disbursing Offices below the District Level Officers (for each District separately)					
1					
2					
3					
etc					

10 The Director of Printing, Stationery and Publications is requested to get the required number of copies of Forms I and II and copies of the Instructions printed immediately and distribute the same to the various Departments on indent according to their requirements, in consultation with the Director of Statistics The approximate number of forms to be printed is as follows —

Form I	60,000
Form II	.. 10,000
Copies of instructions	10,000

If the Head of Department requires more copies of the forms, he should obtain them from the Director of Printing and Stationery who should stock some extra copies for meeting such demands

11 The statements (in Form I and Form II) should reach the District Officer of the concerned by 15th April 1963 at the latest In the pay bill for the month of May 1963, encashable on 1st June 1963, every disbursing officer (head of office) should certify —

"I have forwarded the statements (In Forms I and II) required under O M. No. GAD 2 SSR 63, dated 20th February 1963 to the ... . (District Officers designation to be written) on ...."

12. All the District Officers should send the returns received from the subordinate offices together with the one relating to their own office to the Director of Statistics on or before 1st May 1963. In the pay bill for May 1963 encashable on 1st June 1963, every District and Divisional Officer concerned should certify —

"I have forwarded the statements (In Forms I and II) required under O.M. No GAD 2 SSR 63, dated 20th February 1963 to the Director of Statistics, Vidhana Soudha, Bangalore on . . . . . "

13. Instructions are being issued by the Finance Department, separately to the Treasuries not to pass the pay bills in the absence of such certificates.

14 As a separate Census of all employees in Government undertakings, Statutory Corporations and Boards is being undertaken by the Director of Statistics, they have been omitted from the scope of this Census.

B. PURUSHOTHAM,
Under Secretary to Government,
General Administration Department (Services-1).

ANNEXURE.

Instructions for the preparation of the Statements' (in Form I and Form II) relating to the Census of Government Employees as on 31st March 1963.

1. GENERAL.

(i) Each Office should furnish the information relating to the Census of Government Employees as on 31st March 1963 in two forms, namely Form I and Form II In Form I, the particulars relating to all *regular employees* (both part time and full time) working in the office on 31st March 1963 (those who are on leave of all kinds or under suspension as on 31st March 1963) and substitutes are also to be included but those in foreign service are to be excluded) The information in respect of vacant posts should also be furnished only against columns 1 to 8, writing the word 'Vacant' in Column 2 The statement in Form I should be prepared in two parts, one for Gazetted Employees (including those on leave or under suspension) and vacant Gazetted posts and another for Non-Gazetted Employees (including those on leave or under suspension) and vacant Non-Gazetted posts.

(ii) In part 'A' of Form II, relating to regular Establishment, the total sanctioned strength of posts as on 31st March 1963 should be given under the break-up of permanent and temporary posts with a further break up according to Class of post, namely Class I or Class II, etc Against item 2, the number of posts actually filled as on 31st March 1963 should be given with the same classification as above. Similarly of the total sanctioned posts, the number of posts substantively vacant on 31st March 1963 should be given under item 3. Against item 4 should be given the number of officials, Class I or II, or III or IV as the case may be, who are either on

leave (other than casual leave) or under suspension as on 31st March 1963. Against item 5 should be given the number of officials working against either leave or suspension vacancies (*i e* substitutes) under different classes of appointment, namely Class I or II, etc.

(iii) The particulars in Part 'A' relate to regular establishments only. If there are no substitutes working in the office on 31st March 1963, then the number of employees and vacant posts shown in Form I should be respectively equal to those shown against items 2 and 3 of Part 'A' of Form II. This is true in case of each category of posts, namely, Class I, II, III and IV. Similarly when there are some substitutes, then the total number of employees shown in Form I should be equal to the sum of the figures against items 2 and 5. This is true in case of each category of post

(iv) In Part 'B' of Form II, the number of employees paid out of contingency and work-charged personnel as on 31st March 1963 have to be indicated, Males and Females separately with a further break-up into communities, namely, Scheduled Castes, Scheduled Tribes and other communities, (all put together) This does not have a counterpart in Form I. No further details relating to these employees are required

(v) In Part 'C' of the Form, the particulars of vacancies occurred during the year ending 31st March 1963 should be given. Total number of vacancies that have occurred during the year, total number of vacancies notified to employment exchange for applicants and total number of vacancies filled in through employment exchange and other source should be given against items 1, 2 and 5 respectively. Against item 4 should be given the number of vacancies that were not filled in due to shortage of suitable applicants.

(vi) To start with, the name of the Department, the name of office, and its particulars of location should be clearly and neatly written in the space provided in Form I and Form II. Each page of Form I should be serially numbered and the location particulars written on each page. There will be only one page of Form II

(vii) All entries should be made in ink only. The statement should be prepared in printed forms only.

2. FORM I.

(i) Column 1.—The employees should be serially numbered and vacant posts should be numbered separately.

(ii) Column 2.—The name of each official who is working in the office as on 31st March 1963, including those who are on leave or under suspension and also substitutes should be written one below the other serially. The particulars of the post held by the official should be given under columns 3 to 8 and the particulars relating to the employee against columns 9 to 21

In the case of a vacant post, write the word "Vacant" under column 2 All vacant posts should be written after the particulars of all the employees are filled in The particulars of vacant posts should be given under columns 3 to 8 and the rest are to be left blank

In case of a post held on an *ex-officio* basis the word "*Ex-Officio*" should be written in column 2 The particulars of such a post should be furnished under colums 3 to 8 and the rest of the columns should be left blank.

(iii) Column 3 —Designation of post, self-explanatory.

(iv) Column 4 —Write full-time or part-time according as its incumbent is appointed full-time or on a part-time basis.

(v) Column 5 —Class of appointment Write Class I or Class II or Class III or Class IV as the case may be

(vi) Column 6 —Write "Permanent" or "Temporary" according as the post is permanent or temporary (as per the definitions of M.C.S. Rs.)

(vii) Column 7.— Nature of work of posts For Class IV post the word 'Class IV' should be written And for the rest write "MN" for Ministerial or "AE" for Administrative-*cum*-Executive or "TL" for Technical as the case may be as per the following classifications.—

(*a*) *Administrative*-cum-*Executive*—All non-technical and non-ministerial Officers, Secretaries to Government, etc., Deputy Commissioners, Assistant Commissioners, Directors and Deputy and Assistant Directors (of non-technical Departments), Manager, Superintendents, Deputy Superintendents, all kinds of Inspectors, Sub-Inspectors, Accounts Officers, Assistant Accounts Officers, Land Acquisition Officers, Establishment Officers, Electrical Inspectors, Stock Verifiers, Tariff Officers, Officer on Special Duty, Superintendents, Sub-Registrars, Financial Advisers, Supervisors, Sanitary Supervisors, Labour Welfare Officers, Assistant Commissioners of Labour, Commercial Tax and Assistant Commercial Tax Officers, Revenue Inspectors and Tahsildars and Deputy Tahsildars, Treasury and Sub-Treasury Officers and other posts of similar nature.

(*b*) Technical (Professional and related work).—Architects, Engineers, Surveyors, Overseers, Chemists, Physicists and other Physical Scientists, Biologists, Veterinarians, Agronomists, Animal Scientists, Veterinary Surgeons, Surgeons, Physicians, all Specialists, Doctors, Nurses, Midwife, Health Visitors, Nursing Attendants, Vaccinators, Physio-therapists, Opticians, Medical and Health Technicians, Laboratory Assistants, Principals, Professors, Teachers and Lecturers, Judges, Magistrates, Legal Practitioners and Advisers, Law Assistants Jurists, Economists, Statisticians, Auditors, Historians, Interpreters, Language Specialists, Painters, Decorators, Artists, Modellers, Actors, Musicians, Writers, Translators, Draughtsmen, Tracers, Librarians, Dispensers, Compounders, Public Prosecutors, Research Assistants, Analysts, Demonstrators, Foremen, Cable Jointer, Technical Staff of the Printing Press, Editors and Journalists and Editors and other posts of similar nature.

(*c*) Ministerial Assistants I and II Division Clerks, Accounts Clerks, Stenographers, Steno-Typists, Cashiers, Storekeepers and Typists.

(viii) Column 8.—Write 'I' or 'II' or 'III' according as the post sanctioned is under a scheme of the I or II or III Five-Year Plan. If the post is not sanctioned under a scheme of any of the above three plans write 'NO'.

(ix) Column 9.—Nature of Employment of the Employee. Write the word 'PM' for 'Permanent' or 'TE' for Temporary or 'LC' for Local Candidate, according as the employee is a permanent or temporary employee or a local candidate. A Permanent employee is one who holds lien on any permanent post under Mysore Government. He may not be permanent on his present post, namely, that in

column 2 A temporary employee is one who does not hold a lien on any permanent post and who is not a local candidate. But a local candidate is purely a temporary employee appointed through Employment Exchange or locally and not regularly recruited as per rules of recruitment through Public Service Commission or the appropriate Recruitment Committee

(x) Column 10.—Mode of Employment Write how the present incumbent holds the post.

(*a*) by promotion

(*b*) by direct recruitment through Public Service Commission, or appropriate Recruitment Committee.

(*c*) by direct recruitment through Employment Exchange.

(xi) Column 11 —Date of entry into Service Self-Explanatory.

(xii) Column 12 —Basic Pay · Basic Pay in (rupees) as on 31st March 1963, should be furnished.

(xiii) Column 13 —Total Emoluments Includes basic pay and all allowances as on 31st March 1963 excluding F.T.A. and Conveyance allowance.

(xiv) Column 14 —Sex of Employee. Write 'M' for Male and 'F' for Female Employees

(xv) Column 15 —Age in completed years: (Last birthday) as on 31st March 1963 should be furnished. For instance, if an employee is 28 years and 11 months old on 31st March 1963 his age should be given as 28 years, ignoring all fractions of a year.

(xvi) Column 16 — Write here the District of Birth of the employee concerned in case the District belongs to the present Mysore State In other cases, the name of State in which the employee was born should be mentioned.

(xvii) Column 17.—Religion Write any of the following that is applicable (1) Hindu, (2) Muslim, ( ) Christian, ( ) Jain, (5) Buddhist, (6) Others (Specify).

(xviii) Column 18.—Caste The officials belonging to religion 1 above need only mention their castes preferably in vernacular also. Verify with the list of Scheduled Castes and Scheduled Tribes and after finding the caste furnished by the official in the list write Scheduled Caste or Scheduled Tribe, otherwise not.

(xix) Column 19.—Mother Tongue Self Explanatory.

(xx) Column 20 —Qualification of the Employee Degree or certificate obtained or standard upto which studied should be mentioned

(xxi) Column 21 —If the employee knows speaking, reading and writing (all the three) Kannada, write 'YES' if not write 'NO'.

(xxii) Column 22 —If the employee knows speaking, reading and writing (all the three) Hindi, write 'YES' if not write 'NO'.

3 FORM II.

To begin with the particulars relating to the name of the Department, Office, Location of Office should be invariably filled

Part 'A'

(1) Against item (i) write down the number of permanent posts sanctioned (for the office) as on 31st March 1963 under different categories of posts, namely, Class I, II, III and IV.

A permanent post is one which is sanctioned for an unlimited time. Against item (1) (ii) corresponding figures for temporary posts should be written A temporary post is one which is sanctioned for a limited period of time.

(ii) Items 2 and 3 have a corresponding meaning as in I.

(iii) Against item 4, write down the number of officials who are either on leave (other than casual leave) or under suspension as on 31st March 1963 under the various categories, namely, Class I, II Officer, etc.

(iv) Against item 5, write down the No. of Class I, II, III and IV Officers who are working against leave or suspension vacancies as on 31st March 1963.

(v) Please see para (iii) under General Instructions. This should be borne in mind in filling this part.

Part 'B'

(vi) Please see para (iv) under General Instructions.

(vii) Communities which are recognised as belonging to Scheduled Castes or Scheduled Tribes by Government for purposes of appointment under Government should only be considered as belonging to Scheduled Caste or Scheduled Tribe, as the case may be.

Part 'C'

(viii) Please see para (v) under General Instructions (ix). All the vacancies occurred during the year ending 31st March 1963 should be accounted in this section.

FORM I.

(Relates to Regular Establishment only).

Census of Government Employees as on 31st March 1963 (Mysore State).

Gazetted/Non-Gazetted

(*Strike out whichever is inapplicable*)

Name of Department:

Name of Office:

Location of Office
Place:
Taluk:
District

Serial No.	Name of the Employee.	Designation of the post held.	Part-time/Full-time.	Class of Post.	Tenure of work/Post.	Nature of work/Post.	Is the post sanctioned under a scheme under I or II or III Five Year Plan ?	Nature of employment of the Employee.	Mode of Employment.	Date of entry into service.	Basic pay in Rs as on 31-3-1963.	Total emoluments in Rs as on 31-3-1963	Sex	Age last birthday.	District of Birth	Religion.	Caste (If scheduled caste or Tribe, indicate as such).	Mother Tongue.	Qualification	Whether the employee can speak read and write.	
																				Kannada (Yes or No).	Hindi (Yes or No)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

Note Please go through the detailed list of instructions before filling in this *proforma*.
In Column 5, write I or II or III or IV as the case may be
In Column 7, write MN if the nature of work is ministerial, AE for Administrative-*cum*-Executive, TL for Technical and IV for Class IV
In Column 8, if Yes, write I or III, according as the post is sanctioned under I or II or III Plan Schemes. If not, write 'No'
In Column 14, write "M" for Male and 'F" for Female employees.

FORM II.

Census of Government Employees as on 31st March 1963.

Location of Office.

Name of Department

Place

Taluk

District :—

Sanctioned Strength of Posts, Etc.

	Gazetted		Non-Gazetted	
	Class I	Class II	Class III	Class IV
Part 'A' Regular Establishment				
1. Sanctioned strength of posts as on 31st March 1963.				
(i) Permanent Posts (No.)				
(ii) Temporary Posts. (No.)				
2 Number of Posts in (1) filled				
(i) Permanent Posts				
(ii) Temporary Posts				
3. Number of Posts in (1) Vacant				
(i) Permanent Posts				
(ii) Temporary Posts				
4. Number of officials on leave* or under suspension.				
5. Number of substitutes working against leave or suspension vacancies				
6 Number of officials belonging to Scheduled Castes				
7 Number of officials belonging to Scheduled Tribes.				

PART "B" NON-REGULAR ESTABLISHMENT.

1. Total Number of Employees as on 31st March 1963.	Males	Females	Total
(a) Contingency paid			
(b) Work charged			
(c) Total (a b d e f)			
(d) Those belonging to Scheduled Castes.			
(e) Those belonging to Scheduled Tribes			
(f) All other communities			

*LEAVE OTHER THAN CASUAL LEAVE

PART "C" PARTICULARS OF VACANCIES.

	Class II	Class III	Class IV
(1) Total No of vacancies occurred during the year ending 31st March 1963			
(2) Total No of vacancies notified to Employment Exchange for applicants			
(3) Total No of vacancies filled in through			
(a) Employment Exchange			
(b) Other Sources.			
(4) No. of vacancies unfilled due to shortage of suitable candidates			

Place

Dated

Signature of Head of Office

Designation

Printed by the Director of Printing Stationery and Publications at the Govt. Press, Bangalore.